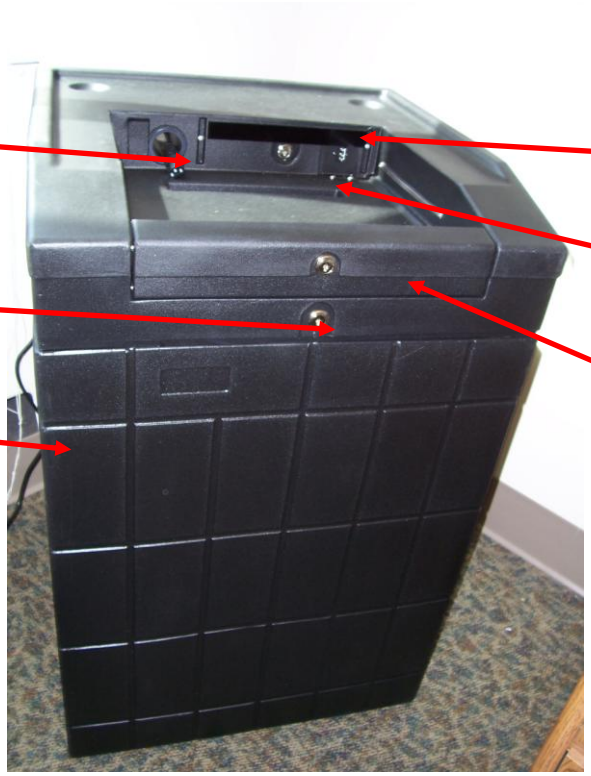
Appendix B



Labeled Ballot Box

OPENING THE POLLS – AccuVote OS

Helpful Hints
Black capped key is used for all locks on the ballot box.
Red capped key is used for the printer cover lock on the scanner.

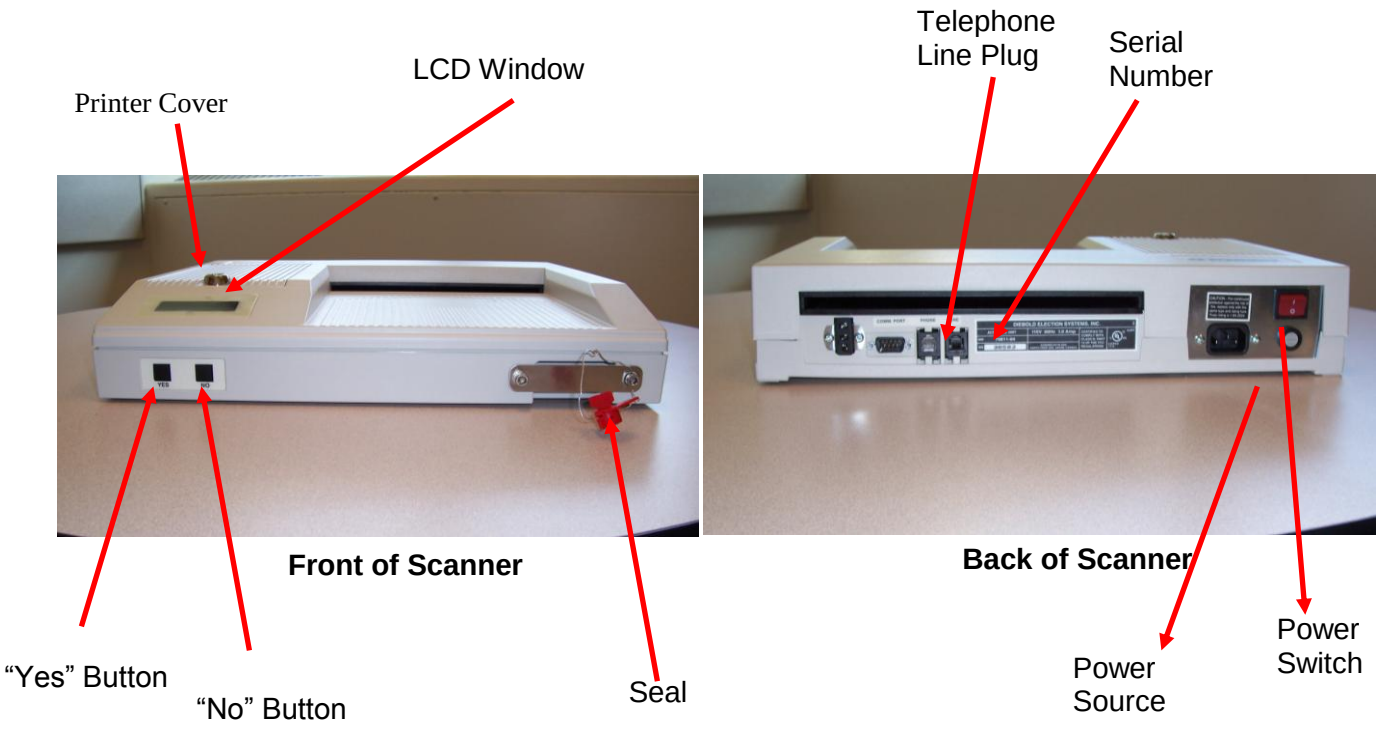
Step 1: Unlock the front bottom lock using the black capped key and lift up to verify that the ballot box is empty. Close and relock the ballot box. If anything is in the ballot box, call the auditor's office immediately.

Step 2: Remove the security plate from the ballot box using the black capped key. Place the security plate on its side in the space provided on top of the ballot box. Make sure the lock tab does not return to the vertical position. Run fingers through the ballot path to make sure it is unobstructed.

Step 3: Unlock the top lock in the front of the ballot box with the black capped key.

Step 4: Remove the scanner from the carrying case. Be very careful that you do NOT break the seal on the front of the unit.

Step 5: Guide the scanner partway into position, leaving enough room to reach the red power switch in the back of unit.



Step 6: Thread the cord through the chute in the ballot box and connect the power cord into the power source on the scanner.

Step 7: Plug the unit into an electrical outlet.

Step 8: Unlock and remove the printer cover using the red capped key.

Step 9: Turn the scanner unit on, using the red power switch in the back of the unit. (Note: I=ON, O=OFF.

Step 10: **Without tearing of the portion of signatures from the public test,** within about 10 seconds, the "Zero Tape" will automatically begin to print after you turn the unit on.

Step 11: Slide the Scanner firmly into place.

Step 12: **Without tearing off the tape**, ensure that information printed is the same as the candidate names and offices on your ballot. If the names or office do not match, call the auditor's office immediately.

Step 13: Without tearing off the tape, make sure all totals for the candidates are ZERO. If all the totals are not ZERO, call the auditor's office immediately.

Step 14: **Do not remove the print-out tape.** Without **removing the tape from the scanner**, all precinct election officials need to sign the report on the lines printed at the bottom of the certification. Use the back of the printer cover as a hard surface to sign.

Step 15: At this point, a question will appear on the Scanner LCD window

Need another copy?

Press the "No" button on the front of the Scanner.

Step 16: Fold the printed tape and leave it inside the printer compartment.

Step 17: Replace the printer cover on the scanner and lock the printer cover using the red capped key, and remove the key.

Step 18: Using the black capped key, lock the front door of the ballot box to secure the scanner and remove the key.

Step 19: Verify the Scanner LCD window shows the precinct number, and that the public counter is at zero, as follows:

POLL: (Your Precinct Number) TOT COUNT: 0